

ADMINISTRATIVE SERVICES MANAGER I
ADMINISTRATIVE SERVICES MANAGER II

Class No. 002368
Class No. 002369

DEFINITION:

Under general direction, to serve as head of administrative services or as principal assistant to a department head. Administrative support services provided include: management information/EDP systems, budgeting, fiscal management, personnel management, facilities and resource utilization, long range planning, organizational/management studies, and general administration.

DISTINGUISHING CHARACTERISTICS:

Administrative Services Manager I:

Responsible for all of the administrative service activities of a small county department with 50 or more employees.

Administrative Services Manager II:

Responsible for all of the administrative services of a medium size county department with: (1) 100 or more employees; or (2) no Assistant Director; or (3) which functions as central staff office.

EXAMPLES OF DUTIES :

Formulates policy and procedures for departmental operation; provides technical assistance to executive management regarding County and departmental policy/procedures; directs and coordinates the fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements and data processing; supervises subordinate supervisors of operational programs or administrative support activities; conducts or directs complex studies pertaining to a variety of administrative and operational problems; advises department director on findings and methods of effective solution; coordinates various activities and programs with governmental agencies and private entities; reviews and analyzes budgets of various programs or departments; explains needs and provides justifications for items to the Board of Supervisors; reviews and decides on expenditure requests and budget variances; coordinates management information/EDP systems to include the non-technical aspects of automation, feasibility studies, equipment and software acquisition, and service contracting; prepares or supervises the preparation and review of grant proposals for various programs and projects of the department; interfaces with governmental agencies regarding requirements for obtaining funds and monitoring procedures; makes presentations to various boards and commissions; coordinates all audits related to departmental or program operation and services; explains procedures to auditors and serves as reference for questions; reviews, interprets and analyzes new and proposed legislation; determines effects of legislation on operations and programs the organization serves; takes appropriate action in order to ensure compliance with existing rules and regulations; recommends legislation on own initiative or upon request; attends and represents the department at various governmental and citizen group meetings; supervises, interviews, hires, assigns, trains and evaluates subordinate supervisors and other personnel; establishes work standards and operational objectives in assigned area of responsibility.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Administrative Services Manager I
II = Administrative Services Manager II

Knowledge of:

I II

T	T	Policy/procedure establishment and implementation.
T	T	Fiscal analysis and management.
T	T	Personnel management.
T	T	Program and line item budgeting.
T	T	Payroll administration.
T	T	Cost/benefit analysis.
T	T	Cost accounting.
T	T	Research methodology for the analysis of complex and various data.
G	G	Management information/EDP systems.
G	G	The General Management System in principle and in practice.

Skills and Abilities to:

The following apply to both classes:

- Effective oral and written communication.
- Directing a variety of service functions such as budgeting, support accounting, payroll, and fiscal management.
- Analyzing complex problems and logically identifying solutions.
- Planning and coordinating multi-disciplinary work efforts.
- Effective public and interpersonal relations.
- Presenting complex fiscal reports.
- Establishing and maintaining effective public relations with all levels of staff and management.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrates possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

A bachelor's degree in public or business administration, economics, statistics, social or physical sciences or closely related field, AND:

Administrative Services Manager I:

Two years of journey or higher level experience performing general administrative work in budget preparation, personnel administration, fiscal management and facilities management as outlined below PLUS one year of supervisory experience.

1. **Budget Preparation:** Line item and program budget preparation including writing program budget narratives, developing performance indicators, projecting revenues justify and explaining budget to Board of Supervisors, Financial Management and Auditor and Controller staff.

2. Personnel Administration: Preparing forecasts of departmental personnel needs; providing guidance and recommendations to appointing authorities and top managers on the selection, recruiting and management of employees; managing grievances and disciplinary matters; and payroll supervision.
3. Fiscal Management: Budget maintenance including reviewing and monitoring budget updates (e.g. ARMS), making suggestions to management of action necessary to balance budget, anticipating revenue changes, and conducting cost benefit studies.
4. Facilities Management: Coordinating personnel moves and space studies, performing equipment acquisitions and repairs, coordinating facility maintenance and security, and managing environmental health.

Administrative Services Manager II:

Three years of administrative experience in all four administrative functions cited above. One year of such experience must have included supervision of administrative professionals.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).